## PROBATION UNSATISFACTORY OUTCOME THREE MONTHS REVIEW LETTER

|  |  |
| --- | --- |
| Personal and ConfidentialInsert NameInsert Address | Direct Line: insertEmail: insertReference: insert Date: insert |

Dear insert name

**PROBATION UNSATISFACTORY OUTCOME THREE MONTH REVIEW**

As a new employee to the Royal Borough of Kensington and Chelsea your appointment is subject to the satisfactory completion of a six-month probationary period.

During this time employees are required to demonstrate their suitability for the role that they have been appointed to in all respects. To assess your suitability, we have regularly met to discuss your progress against the requirements of the role including your ability to attend work regularly and during the agreed hours.

Further to the three-month Probation Review Assessment and our discussions/supervision meeting/s with you held on insert date we discussed my concerns relating to:

\*(Insert as appropriate with reference to the completed Probation Report Form.

I have set out below improvement measures that are required in order for you to reach the required standard of acceptable work performance.

\*(insert details)

Your attendance/timekeeping

\*(insert details)

We also discussed any additional support/training that might be appropriate and agreed the following:

\*(insert details of additional support/extra supervision/mentoring/ training offered) by (insert monitoring timescale OR you felt were not needed)

I am hopeful that with the support that is being offered, you will reach the required standards by the time that we meet for your next probation review.

I must advise you that if you are not able to achieve and maintain the standards required, consideration will be given to the termination of your employment.

I hope that this is clear, but should you have any questions or concerns in the meantime please let me know.

Yours sincerely

Managers/supervisors name

Mangers/supervisors job title

## PROBATION UNSATISFACTORY OUTCOME FIVE MONTHS REVIEW

|  |  |
| --- | --- |
| Personal and ConfidentialInsert NameInsert Address | Direct Line: Email: Reference: Date:  |

Dear insert name

**PROBATION UNSATISFACTORY OUTCOME**

Thank you for attending the meeting on insert date with insert names of those that attended to determine the outcome of your probationary period.

Your line manager presented evidence which showed that you have not been able to demonstrate the level of competence/attendance pattern/timekeeping sufficiently for you to be confirmed in post. They recommended that your probation period is unsuccessful.

Having carefully considered the information presented to me, please accept this as confirmation that I have decided to terminate your contract of employment in accordance with the Council’s Probation Procedure.

The reasons for the termination of your contract are as follows: …………………………………………………………………………………………………………………………………………………………………………………………………………………

You will receive one month’s notice and your notice period is effective from the date of this letter. You will be paid for the period of your notice and will not be required to attend work during the notice period. The Payroll section will ensure that you receive any outstanding monies that may be owed to you including any proportionate holiday entitlement that may be due.

Your last day of service with the Royal Borough of Kensington and Chelsea will be……………

If you wish to appeal against this decision you should do so in writing to Debbie Morris, Director of Human Resources within 10 days of the date of this letter.

Yours sincerely

Name

Head of Service Job Title

## PROBATION EXTENSION CONFIRMATION LETTER :

|  |  |
| --- | --- |
| Personal and ConfidentialInsert NameInsert Address | Direct Line: Fax No: Email: Reference: Date:  |

Dear insert name

**CONFIRMATION OF EXTENSION OF PROBATION**

Further to our meeting on the **insert date**, I write to confirm my decision to extend your probation period**,** in accordance with the Council’s Probation Policy.

The reasons for this are (insert reasons):

Your probation will be extended for a further period of 3 months and during this time you will continue to be assessed as to your suitability for the post.

Failure to demonstrate your suitability for the post in every respect may lead to your dismissal.

Yours sincerely,

Manager/Supervisors name

Manager/Supervisors job title

## PROBATION CONFIRMATION LETTER :

|  |  |
| --- | --- |
| Personal and ConfidentialInsert NameInsert Address | Direct Line: Fax No: Email: Reference: Date:  |

Dear insert name

**CONFIRMATION OF PROBATION**

As a new employee to the Royal Borough of Kensington and Chelsea your appointment was subject to the satisfactory completion of a six-month probationary period. Your probation period is due to conclude on insert date.

During this time employees are required to demonstrate their suitability for the role that they have been appointed to in all respects. To assess your suitability, we have met to discuss your progress against the requirements of the role including your ability to attend work regularly and during the agreed hours.

Congratulations; I am pleased to be able to formally advise you that you have successfully completed your probation period and as such I am able to confirm your appointment.

Thank you for your contribution; we look forward to your continued commitment to the Royal Borough of Kensington and Chelsea.

Yours sincerely

Name

Job Title